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ANDAMAN AND NICOBAR ADMINISTRATION
DIRECTORATE OF TOURISM

NOTIFICATION

Port Blair, dated the 12th May, 2011

No. 126/2011/F.No.12-28/RR/2009/Group-C/Tourism.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution, read with Govt. of India, Ministry of Home Affairs, Notification No.14/3/60-ANL dated 11th April, 1960 and in supersession of all previous Notifications in this regard, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following rules regulating the method of recruitment to the Group-C (Non-Gazetted, Non-Ministerial) posts of **Chowkidar and Watchman** borne in the Directorate of Tourism, Andaman and Nicobar Administration, namely :

1. Short title and commencement :-

- (i) These rules may be called the Andaman and Nicobar Administration (Group 'C' (Non-Gazetted, Non-Ministerial) posts of Chowkidar and Watchman) Recruitment Rules, 2011.
- (ii) They shall come into force with effect from the date of their publication in the Official Gazette.

2. Number of post, classification and scale of pay :-

The number of posts and their classification and scale of pay attached thereto shall be as specified in paras 2 to 4 of the Schedule I and II annexed to these rules.

3. Method of recruitment, age limit, qualification etc.:-

The method of the recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in paras 5 to 15 of the said Schedule.

4. Disqualification :-

No person —

- a) Who has entered into or contracted a marriage with a person having a spouse living ; or
- b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post :

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of this rule.

5. Power to relax:-

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. Savings:-

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the candidates belongs to Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Lt. General (Retd.) Bhopinder Singh, PVSM, AVSM

Lieutenant Governor,
Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd./-
(Saramma J.)
Assistant Director (Admn.)
Directorate of Information,
Publicity and Tourism
Port Blair

SCHEDULE - I

Recruitment Rule for the post of Chowkidar, Directorate of Tourism, Andaman and Nicobar Administration, Port Blair

1.	Name of post	CHOWKIDAR
2.	Number of post	9 (Nine) (2011) Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/ Pay Scale	PB-I Rs. 5200-20200 + Grade Pay Rs. 1800
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1978 ?	No
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Government Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time) Note: The crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/Candidates
8.	Educational and other qualifications required for direct recruitments	Essential : Must have passed Secondary School Examination (X th Std.) from a recognized Board/Institution Desirable : a) Training in Basic and Reference Course in Home Guards and Civil Defence b) Ability to ride Bicycle
9.	Whether age and educational qualifications prescribed for direct recruitments will apply in the case of promotees ?	Not applicable

10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion, transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<p><u>Group 'C' DPC (for Confirmation) consisting of:-</u></p> <p>1) Director (Tourism) - Chairman 2) Dy. Director (Tourism) - Member 3) Asst. Secretary (Perl.) - Member</p>
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached as Annexure to the Schedule

Annexure - I

Duties and Responsibilities of Chowkidar

1. He should perform the duties of watch and ward of the Guest House/Resort or where he attached.
2. He should always be alert and vigilant and ensure safety and security of the Govt. Property/Guests.
3. He should inform Unit In-charge immediately, if he notices anything unauthorized/unwanted.
4. He should be punctual and regular in attending his duty.
5. He should know to operate fire fighting equipments.
6. He should always keep in mind that guest/tourist satisfaction is the motto.
7. He should be well behaved and courteous while attending the tourist/guest.
8. He should be ready to work in coordination with all department of the Guest House like Front Office, Reception, Kitchen, Restaurant, Housekeeping etc.
9. He should attend to any other works as may be assigned by the superior.

SCHEDULE - II

Recruitment Rule for the post of Watchman, Directorate of Tourism,
Andaman and Nicobar Administration, Port Blair

1.	Name of post	WATCHMAN
2.	Number of post	03 (Three) (2011) Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/ Pay Scale	PB-I Rs. 5200-20200 + Grade Pay Rs. 1800
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1978 ?	No
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Government Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time) Note: The crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/Candidates
8.	Educational and other qualifications required for direct recruitments	Essential : Must have passed Secondary School Examination (X th Std.) from a recognized Board/Institution Desirable : a) Training in Basic and Reference Course in Home Guards and Civil Defence b) Ability to ride Bicycle
9.	Whether age and educational qualifications prescribed for direct recruitments will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion, transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	Not applicable
13.	If a DPC exists, what is its composition ?	Group 'C' DPC (for Confirmation) consisting of:- 1) Director (Tourism) - Chairman 2) Dy. Director (Tourism) - Member 3) Asst. Secretary (Perl.) - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached as Annexure to the Schedule

Annexure - II

Duties and Responsibilities of Watchman

1. He should perform the duties of watch and ward of the Guest House/Resort or where he attached.
2. He should always be alert and vigilant and ensure safety and security of the Govt. Property/Guests.
3. He should inform Unit In-charge immediately, if he notices anything unauthorized/unwanted.
4. He should be punctual and regular in attending his duty.
5. He should know to operate fire fighting equipments.
6. He should always keep in mind that guest/tourist satisfaction is the motto.
7. He should be well behaved and courteous while attending the tourist/guest.
8. He should be ready to work in coordination with all department of the Guest House like Front Office, Reception, Kitchen, Restaurant, Housekeeping etc.
9. He should attend to any other works as may be assigned by the superior.